



City of Des Moines, Washington

JOB DESCRIPTION



ASSISTANT CITY MECHANIC

Regular, Full-time

Salary Grade: G-15

FLSA Status: Eligible for Overtime Pay

Union Status: Non-represented

EEO Category: Skilled Craft

Nature of Work

Under the direction of the City Mechanic or Public Works & Parks Maintenance Supervisor or Assistant Superintendent, performs manual and skilled maintenance repair work related to the maintenance and upkeep of the City's motor pool inventory, facility, and equipment and other maintenance worker duties as assigned.

Essential Functions

- Perform skilled maintenance and mechanical repair of vehicles and equipment including but not limited to light and heavy duty trucks, tractors, mowers and other types of power-driven equipment.
- Inspect vehicles and equipment for repair
- Repair, change and balance tires as needed.
- Perform tune-ups, lubrication, oil and filter changes on vehicles and equipment.
- Replace batteries, electrical component installation, and wire repair work.
- Install lights, safety equipment, computers and accessories on new vehicles, including Police vehicles.
- Perform job site repairs on vehicles and equipment as required.
- Pick up and deliver parts and vehicles when required.
- Test and inspect completed work.
- Tune small engines and equipment.
- Inspect vehicles for safety equipment.
- Clean and wash City vehicles.
- Clean and maintain repair shop by cleaning tools, equipment, floors, and work benches.
- Minor welding and fabrication of parts.
- Perform flagging duties as assigned.
- Other non-mechanic maintenance worker duties as assigned.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Standard practices and techniques for maintenance and repair of automobiles, light and heavy trucks, and assorted ground maintenance and construction equipment.
- Basic principles of gasoline and diesel engines.
- Basic principles of hydraulic and electrical systems.
- Basic engine and general repair methods.
- Current fleet maintenance and repair methods, tools, and equipment.
- Accurately repair mechanical failures.
- Troubleshoot, research, and determine proper and correct methods to complete maintenance repair objectives.
- Safely operate hand and machine tools.
- Read, write, understand, and speak English.
- Understand and follow oral and written instructions.
- Accurately perform basic mathematical computations.
- Be punctual and dependable.
- Establish and maintain effective working relationships with other employees, supervisors, and the public.
- Perform the essential functions of the position.

Education and Experience Requirements

- High school diploma or GED.
- Two years' experience in light vehicle maintenance.

Special Requirements

- May be called out after normal hours for emergency work
- Successful completion of a pre-employment background and criminal history check.
- Possession of a good driving record, and the ability to maintain throughout employment.
- Possession of a Class A Commercial Driver's License (CDL) or a CDL Learner's Permit (employees hired with a CDL Learner's Permit must obtain the full CDL within six months of hire date).
- Pre-employment, random, and post-accident drug and alcohol testing are required for this position.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and ability to maintain throughout employment.
- Possession of a current Washington State Department of Transportation Traffic Flagging Card, and ability to maintain throughout employment
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

Work is primarily performed indoors in a shop/garage environment repairing vehicles and equipment and occasionally in an office environment to complete paperwork and other outside duties as a City maintenance worker as assigned. The position requires continuous standing, walking, fingering, talking, feeling, repetitive motions of feet, hands, and wrists, grasping, hearing, and handling, frequent stooping, crawling, reaching, bending, and kneeling, occasional sitting, and rare climbing. The employee is frequently exposed to moving mechanical parts and fumes, and

airborne particles. The employee is occasionally exposed to toxic or caustic chemicals, outside weather conditions, and vibration. The noise level in the work environment is usually loud to very loud.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2011.